



King  
Ecgbert  
School



# Recruitment Pack



## **Pastoral Manager KS3 or KS4**

**Permanent (Two posts)**

**37 hours, 41 weeks per year**

**Grade 8 (£35,745 - £38,890 FTE)**



## **Contents**

Headteacher's Welcome

Mercia Learning Trust

Job Advertisement

Job Description

Person Specification

Safeguarding

The Application Process



King  
Egbert  
School

**King Egbert School**  
**Totley Brook Road**  
**Dore**  
**Sheffield**  
**S17 3QU**

0114 235 3855 📞

[enquiries@ecgbert.sheffield.sch.uk](mailto:enquiries@ecgbert.sheffield.sch.uk) ✉️

[www.ecgbert.sheffield.sch.uk](http://www.ecgbert.sheffield.sch.uk) 🌐

**Headteacher:** Mr Paul Haigh

**Chair of Governors:** Mrs Karen Milbourn

## **Letter from the Headteacher**

Dear Applicant

King Egbert School is seeking two permanent Pastoral Managers to oversee the work of our busy team of Year Managers .

The school is exceptionally strong - rated outstanding by Ofsted and has academic results that are consistently 'well above average'. This is a truly comprehensive school with 20% of students disadvantaged, 30% EAL and 40% from BAME communities, but also serving a highly affluent suburb. The school leadership is motivated by social mobility, inclusiveness and a focus on vulnerable learners. The school is proud to offer one of Sheffield's Integrated Resources for children on the ASC spectrum. The sixth form is highly regarded for its record, not just of helping students access top Russell Group and Oxbridge Universities but also enabling students to be the first in their families to access Higher Education.

The school is proud to be at the heart of the Mercia Learning Trust that started with King Egbert School and now comprises 6 schools both primary and secondary across the south west of Sheffield. The Trust is led by its CEO, Chris French and all the schools benefit from an expert central services team.

The school is principally as strong as it is because highly qualified teachers teach excellent lessons with high expectations of all students in terms of attendance, behaviour, attitude and character. The teaching team are backed up by an exceptional team of support staff who are experts in their field. When we make appointments we are looking to strengthen an outstanding team; working in such a high achieving school is demanding but the camaraderie of working together to achieve excellence makes it a very rewarding place to work. The school is committed to staff development and supporting the career progression of the ambitious and talented.

The school was awarded the World Class Schools Quality Mark in 2017 and reaccredited in 2020 – the first school in the region to be nominated for and successfully achieve this accolade. This award enables the school to access a peer group of elite schools nationally.

We look forward to receiving your application.

**Paul Haigh**  
**Headteacher**  
**King Egbert School**



## THE MERCIA LEARNING TRUST

The Mercia Learning Trust is a highly successful partnership of 3 primary and 3 secondary schools located in the south west of Sheffield. We are proud that overall effectiveness, outcomes and improvement trends are amongst the strongest on any trust in the country.

Our Trust is based on a deep and shared moral purpose. We believe an exceptional education can realise the potential of every pupil, whatever their background, and truly transform lives...

Working as individual schools, and in deep partnership, our singular intention is to ensure every pupil, whatever their background, will attend an exceptional school. We believe pupils should enjoy school, feel safe and fully supported, be inspired to learn, develop character and aspiration, and realise their full potential. We are so committed to pupil success and well-being that we choose to think of every pupil we serve as if they were our own, and to measure our actions and impact against this.

The Trust was originally founded around King Ecgbert Secondary School. However, very quickly a multi-academy partnership formed with two feeder schools (Nether Edge Primary and Totley Primary). This was followed by further growth with a local secondary (Newfield School) and primary (Valley Park Primary). In 2018 the Trust opened a brand new secondary school (Mercia School) to meet the need for local population expansion. Currently we educate approximately 3600 students from ages 2-18+, although this will increase to around 5000 as our current schools grow in the next few years.

Our Trust has a mature definition of partnership which we call aligned autonomy. We share the same mission, values and moral purpose, have an increasing amount of common best practice (often backed by research), and benefit from our combined resources and reputation. Nevertheless, we understand that schools are unique and are best led by leaders and staff who feel fully accountable and are able to individually innovate in the light of their context. This balance between difference, sharing and commonality is what drives improvement and lies at the heart of our trust.

Alongside our pupils, our staff are our greatest asset. As such we are deeply committed to recruiting, developing, retaining and caring for our exceptionally talented and committed staff teams. This commitment is enshrined in the Mercia Pledge which is designed to ensure our staff get the very best professional experience and support on offer anywhere. The Mercia Learning Alliance sits at the centre of this strategy, alongside that to recruit new teachers into the profession, and support system leadership across the sector.

In a short period, our Trust has achieved a great deal. However, we are ambitious and forward-thinking, and fully committed to maintaining and improving student experience and outcomes, and further improving our trust.

We also believe we are well-placed to engage in careful and sustainable growth in the light of our Trust mission and priorities.

Chris French  
CEO



## Trust Moral Purpose

We share the same moral purpose. We believe an exceptional education can realise the potential of every pupil, whatever their background, and truly transform lives... The statement, "Realising Potential. Transforming Lives.", summarises this commitment.

## Mission

Working as individual schools, and in partnership, our singular intention is to ensure every pupil, whatever their background, will attend an exceptional school. We believe pupils should enjoy school, feel safe and fully supported, be inspired to learn, develop character and aspiration, and realise their full potential. We are so committed to pupil success and well-being that we choose to think of every pupil we serve as if they are our own, and to measure our actions and impact against this.

## Staff Principles

Six principles, shown in the MERCIA acrostic, underpin everything we do as staff in our trust.

- **Moral Purpose** - We exist to inspire pupils to realise their full potential and to lead happy, healthy and fulfilled lives.
- **Expectations** - We have exceptionally high expectations of everyone and pursue excellence.
- **Relentless focus on learning** - Helping every pupil learn successfully is the most important thing we do. We prioritise our time, energy and resources to ensure our curriculum and the environment for learning is exceptional.
- **Culture** - We demand consistency, kindness, tolerance and respect in all relationships; and that every member of staff goes above and beyond to achieve pupil success.
- **Impressive staff** - We are committed to recruiting, developing and retaining them, and helping them secure a healthy work-life balance.
- **Alignment** - We believe partnership brings profound benefit to each school, and that we are stronger together.

## Pupil Values

We want every pupil to realise their potential and to lead a happy, healthy and fulfilled life. We expect a great deal from every pupil and these expectations are expressed in our six trust values:

- **Ambition** – we expect pupils to want to be the best they can be, to aspire to achieve success at school and in later life.
- **Strength** – we expect pupils to develop strength of character, determination and resilience to overcome the inevitable barriers to success that all people face.
- **Passion** – we expect pupils to become inquisitive and develop a thirst for knowledge and learning.
- **Independence** – we expect pupils to be organised, prepared and to develop personal responsibility.
- **Respect** – we expect pupils to show good manners, kindness, tolerance and exemplary behaviour at all times.
- **Endeavour** – we expect pupils to work hard, to fully engage and enjoy all aspects of school life: and preserve a healthy balance that maintains their wellbeing.

## The Mercia Pledge

Alongside our pupils, our staff are our greatest asset. We recognise that our success, and that of every pupil, is inextricably linked to our ability to attract, recruit, develop, retain and care for our staff. Whilst we demand absolute commitment to our moral purpose, mission and staff principles; the Mercia Pledge is our commitment to *all* staff.

Teaching staff can expect:

1. An outstanding primary and secondary Initial Teacher Training offer through the Mercia Learning Alliance
2. High-quality NQT and RQT induction and support
3. Effective annual appraisal and career conversations
4. Support to improve via targeted CPD and movement through a formal CPD career development pathway
5. To be included in strategic succession planning to develop and retain them
6. A commitment to reduce staff workload and increase staff wellbeing

Support staff can expect:

1. High-quality induction into a new role
2. Effective annual appraisal and career conversations
3. Support to improve via targeted CPD
4. To be included in strategic succession planning to develop and retain them
5. A commitment to reduce staff workload and increase staff wellbeing



# Pastoral Manager

**1 x post KS3, 1 x post KS4.**

**Grade 8 £35,745 - £38,890 (actual starting salary £32,137 with under 5 years' service))**

**37 Hours per week/41 weeks per year**

**Permanent**

**Commencement Date:** January 2022 (an earlier start may be negotiated).

The Governors of King Egbert School are seeking to appoint a Pastoral Manager to work with our busy team of Year Managers in this outstanding, system leading school at the heart of the Mercia Learning Trust.

We are delighted to offer the opportunity to join our successful, forward looking school. We are looking for an outstanding, dynamic Pastoral Manager wanting to join a proactive team, which strives to give all students an excellent, supportive and fun learning experience, whilst maintaining standards of behaviour and ensuring that strategies to support student wellbeing are maintained. We are seeking to appoint a Pastoral Manager with the skills and experience to not only support students to access learning, make progress and follow the school behaviour model, but also to work with pastoral and other staff as part of the school safeguarding team, taking on the role of Safeguarding Officer.

King Egbert School is part of a successful academy trust (Mercia Learning Trust); this allows opportunities to work with other successful departments and leading professionals to constantly improve staff through specific and focused CPD.

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion please contact us on 0114 235 3855 or email [fevans2@ecgbert.sheffield.sch.uk](mailto:fevans2@ecgbert.sheffield.sch.uk)

**To apply, please complete the application form included within this application pack.**

The Mercia Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all of our staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced criminal records check via the Disclosure and Barring Service.

**Closing date for applications is: Close of business on Wednesday 8 December 2021**

**Interviews are provisionally scheduled for: Week commencing 3 January 2022**



## JOB DESCRIPTION

<b>Post Title:</b>	<b>Pastoral Manager (KS3 or KS4)</b> *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
<b>Grade:</b>	<b>8 (£35,745 - £38,890 full time equivalent)</b>
<b>Hours/Weeks:</b>	<b>37 hours / 41 weeks per year</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	<b>Year Managers</b>

The post holder must at all times carry out their responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies.

### PURPOSE OF THE POST

- To assist SLT with the strategic leadership of school pastoral systems including safeguarding, behaviour, attendance and punctuality.
- Strategic leadership of a key stage including coordination of Year Managers
- Lead on monitoring and supporting safeguarding processes and records

### KEY RESPONSIBILITIES

- Be responsible for the day to day management of the key stage, monitoring learners overall progress and development including their attendance and implement clear inclusion plans to enable the school to meet specific individual needs.
- To support the day-to-day management of the school's climate for learning and provide a swift and professional service in the investigation of and management of school's response to behavioural incidents.
- Co-ordinate investigations into serious incidents in the relevant key stage and agree sanctions with relevant member of the SLT.
- To be a key part of the school's safeguarding team in the role of Safeguarding Officer.



- Line manage a team of Year Managers who will support students in each year group around longer-term interventions and pastoral support plans.
- Use data effectively to identify learners who are not making progress and work collaboratively, internally and externally, to create preventative interventions to support those learners.
- Deploy Year Managers to longer term, planned and strategic support work of students.
- Assist with the appointment of new Year Managers including induction, overseeing their CPD needs as well as providing supervision and emotional support for their safeguarding work.
- Co-manage the school day alongside the Deputy Headteachers, ensuring duties are covered, corridors are orderly and cleared quickly for lessons and students are safe at break and lunch
- Carry out a share of 'On Call' duties with the senior team, ensuring that high quality provision is maintained in the isolation room with systems in place for collecting work for student. Ensure that resources in the room are up to date, the room is clean and tidy and that a calm working atmosphere is maintained.
- Become part of the extended SLT and join SLT meetings where pastoral systems, attendance, behaviour and wellbeing are reviewed (maximum once per term). When requested, give short presentations to full Governing Body meetings or meet with relevant link governors in school time to demonstrate the work of the school.
- Develop, monitor and implement appropriate inclusion strategies for students at risk of permanent exclusion, in partnership with the relevant senior manager, including submissions to the Secondary Inclusion Panel. Negotiate and support managed moves, step outs, partial timetables and use of high quality alternative provision and verify its quality. Work in partnership with parents to agree these plans and ensure parents play their role in their success.
- Liaise with Year Managers and the Attendance Officer to oversee strategy on those with persistent absence to maximise attendance.
- Investigate pastoral reasons behind students demonstrating poor progress in the classroom and liaise with families, subject teachers and subject leaders around strategies to raise attainment, such as in and out of lesson interventions, homework clubs and 1:1 tutoring. Liaise with the SENCO around any unmet SEND needs.
- Spot emerging issues and trends such as new risks, both online and physical; research them, build local intelligence and partnership with key agencies to stay ahead of the risks and prevent them emerging into larger problems.
- Network with successful schools in similar contexts to share best practice and learn from others

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

## **WORKING ENVIRONMENT AND CONDITIONS OF THE POST**

- Due to the routine of the schools and the terms and conditions of the sector, the workload may not be evenly spread throughout the year.
- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may require some evening work (time off in lieu for work outside of working hours will be given for such events), or some duties not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- The post may be required to travel and work within any school in the Mercia Learning Trust.

## **GENERAL DUTIES**

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

## **PROMOTION OF TRUST VALUES**

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.

- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

**Issue Date: November 2021**



## PERSON SPECIFICATION

<b>Post Title:</b>	<b>Pastoral Manager (KS3 or KS4)</b> *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
<b>Grade:</b>	<b>8 (£35,745 - £38,890 full time equivalent)</b>
<b>Hours/Weeks:</b>	<b>37 hours / 41 weeks per year</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	<b>N/A</b>

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	Level 3 qualification  Excellent numeracy and literacy skills  Excellent organisational and ICT skills	Degree or equivalent qualification  Experience of working with SIMS
Experience	Expertise in pastoral care and safeguarding  Experience of working with challenging young people	Experience of working in a secondary school
Knowledge/Skills (Ability to)	Confidently but appropriately able to upwardly manage and advise senior managers about improvements needed and proposed strategies to achieve them.  Methodical, organised, meticulous record keeping  Analytical and confident with data, making evidence-informed strategic decisions	Be able to develop and deliver CPD for other staff

	<p>Be able to form and maintain strong working relationships with students, parents, staff and outside agencies</p> <p>Understanding of and commitment to inclusive education</p> <p>Be able to manage a demanding workload, meet deadlines and give freely of your time</p> <p>*The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role</p>	
Personal Qualities	<p>The ability to work under pressure and in potentially upsetting and challenging areas of safeguarding</p> <p>A confident communicator with students, parents, staff, external agencies - able to mediate, defuse situations and hold others to account</p> <p>Patient, calm, resilient and able to bring that out of those they manage</p> <p>Resolute and determined character to achieve what is in the child's best interest in the face of resistance or lack of support from families and /or external agencies</p> <p>High presence and aura of authority around school - confident about having frank and candid conversations with staff about upkeep of the school's expectations. A role model of professionalism to others.</p> <p>A good sense of humour</p>	

## **Safeguarding**

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance and we ensure that all appropriate measures are applied in relation to everyone who works for the Trust.

Safer recruitment practice includes scrutinising applicants, verifying identity, verifying qualifications, obtaining professional references, checking previous employment and ensuring that the successful candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking criminal convictions.

If you are shortlisted, your suitability to work with children will be explored and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will be required to complete an enhanced DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

## The Application Process

All details, including the Job Advert, Application Form and Job Description can be found within this pack or on our school website; [www.ecgbert.sheffield.sch.uk](http://www.ecgbert.sheffield.sch.uk)

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion/visit, please contact us on 0114 235 3855 or email [fevans2@ecgbert.sheffield.sch.uk](mailto:fevans2@ecgbert.sheffield.sch.uk)

**To apply, please email your completed application to [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk) or send it by post to:**

Recruitment Team  
Mercia Learning Trust  
79 Glen Road  
Sheffield  
S7 1RB

All applications that have been submitted electronically will receive an email confirming receipt.

**Please note that we do not accept CV's or Council application forms - applicants must submit an application form.**

Please also note that in all cases written references will be taken up BEFORE the final selection stage.

An email and/or letter will be sent to shortlisted candidates with details of the interview process.

If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

The closing date for applications is: **Close of business on Wednesday 8 December 2021.**

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer.

If you have any further queries on any aspect of the application process, please contact The HR team, by emailing [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk)